



Town of Pilot Mountain  
Town Hall 124 West Main Street Pilot Mountain, NC 27041  
Monday, March 13, 2023, 7:00 PM

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## **BOARD OF COMMISSIONERS REGULAR MEETING AGENDA**

**Call to Order/Moment of Silence/Pledge of Allegiance**

**Adoption of Agenda**

**Public Comment**

*Anyone may speak on any issue. Before speaking, please state your name and address. Please limit comments to three minutes.*

**Consent Agenda**

- [1.](#) Approval of Minutes

**New Business**

- [2.](#) Creation of Recreation and Parks Advisory Board
- [3.](#) Town Property Mowing/Landscaping
- [4.](#) Lead & Copper Rule Updates

**Administrative Reports**

- [5.](#) Enter Text Here

**Mayor and Commissioners Comments**

**Closed Session**

6. Enter Text Here

**Other Business**

**Adjourn**

**Town of Pilot Mountain  
Board of Commissioners Meeting  
Monday February 13, 2023  
7:00 PM**

**Members Present:** Mayor Evan Cockerham, Mayor Pro-Tem Scott Needham, Commissioner Donna Kiger, Commissioner Dwight Atkins and Commissioner Rachel Collins.

**Staff Present:** Town Manager, Michael Boaz and Town Clerk, Holly Utt

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**Call to order 7:00 PM**

Mayor Cockerham called the meeting to order at 7:00 PM. Commissioner Collins led the Pledge of Allegiance.

**Adoption of Agenda**

Commissioner Collins made a motion to adopt the agenda and consent agenda as presented and it was unanimous.

Luke Hutchens gave an update on the Eagle Scout Project. The total cost for the monument is \$2,221.32 and he would like to have it placed in front of Town Hall near the flag pole. He clarified that he was not asking for a donation, only permission for the proposed placement. It was the consensus of the Board to review the Streetscape Plan and let him know about the placement.

**Public Comment**

Tim Johnson, 225 S Boyles St, Pilot Mountain, NC was present to address the Board. He stated that there were several issues on W Marion Street that needed to be addressed. The sides of the street are overgrown, there are holes in the road and there is a truck that stays parked between two No-Parking signs making it difficult to drive down the street. He stated that he had been to town hall several times and nothing has been done. He doesn't understand why the tax paying citizens can't get anything done. The school bus can't get down the street much less the fire department. Mr. Boaz explained that the man that parks there is actually parking at his house and there is a drainage issue from neighboring properties and it washes his driveway away. He doesn't have the resources to fix the issue and he has been parking there for years. Mr. Johnson said that he didn't want to be inconvenienced and have to keep driving around the truck. Mayor Cockerham stated that they would look at the options and hopefully find some resources for the individual to repair the driveway.

Patty Wall, 253 S Boyles St, Pilot Mountain, NC was present to address the Board. Ms. Wall stated that about 50 families use that street. It is hard to go down that street and it is a school bus route and cannot be made into a one-way street. She stated the town would be held liable if an emergency occurred and first responders were unable to go down that street. It is very unsettling to know that one person who owns a home and has a driveway cannot repair his driveway. She doesn't think it's fair to use her tax dollars to repair his driveway.

Meigs Needham, 512 W Main St, Pilot Mountain, NC was present to address the Board. He stated that W Marion Street and Butler Street have issues with meeting traffic on those streets. People park on the

sidewalk on Butler Street and don't get ticketed for it. He also stated that not all the streets had been paved as promised and the town is still not connected with water from Mt. Airy.

### **Consent Agenda**

- December 1, 2022 Regular Meeting Minutes
- January 19, 2023 Workshop Meeting Minutes

Commissioner Atkins made a motion to adopt the consent agenda as presented and it was unanimous.

### **Board & Committee Reports**

Dennis Manuel announced that he was no longer the chief as of January 7, 2023. He introduced Elijah Childers and the new Chief of Squad 86. He presented the yearly report. Elijah stated that he was very appreciative of the town's support and he is very excited for 2023. They have some extremely good volunteers.

Chairman Pell provided the following sales numbers from the ABC Store:

December 2021 sales: \$360,074

December 2022 sales: \$326,741

Decrease of 10.44%

January 2022 sales: \$200,284

January 2023 sales: \$180,825

Decrease of 11.01%

Mr. Boaz stated that the store is doing well and they are hitting base line sales. King has approved liquor by the drink and an ABC Store and once that opens up it should have some impact on our store.

### **Unfinished Business**

#### **Main Street Maintenance**

Mr. Boaz stated that about two years ago the Board had discussed taking over the maintenance of Main Street once the paving was completed. Now that the paving is done, the NC DOT is asking that the Board adopt a resolution allowing the town to take ownership. This would allow the town to continue with their streetscape design and provide more control over re-surfacing, street dining and placement of way-finding signs. Commissioner Needham made a motion to adopt the Resolution from NC DOT Division of Highways Request for Abandonment to State Maintained System and it was unanimous.

### **Administrative Reports**

#### **Town Manager & Staff Reports**

- All of the line work on the Mt. Airy Inter-connect project has been completed. The pressure testing has been done, disinfection testing completed and the engineers are ready to certify that part of the work as complete. They will be doing some testing of the system this week and by the end of the week will be purchasing water from them.
- The Streambank Restoration is under construction and it going smoothly.

### Mayor and Commissioners Comments

**Commissioner Needham:** He is excited about the warmer weather and the all the events planned for the year. He thanked Christy Craig for all her hard work and getting those events together.

**Commissioner Atkins:** He empathized with the citizens on Boyles Street and hopefully that can be worked out in the near future. He has received a complaint from citizens on Westridge Dr and Dodson Mill Road of people feeding feral cats. Mayor Cockerham stated that animal control no longer traps them but there is an ordinance regarding the feeding of wild animals. Commissioner Kiger noted that they could contact a rescue group, Tiny Tigers, and they will try to help.

**Commissioner Collins:** She commended the successful teams from East Surry. She congratulated the swim teams for their championships. She thanked the parents, teacher and volunteers for the countless hours they dedicate to our students, it does not go unnoticed.

**Commissioner Kiger:** Thanked Luke Hutchens for keeping the Board updated on his Eagle Scout Project. She wanted to thank the troop for helping with the clean-up at the Armfield Center. This is a great way to get people involved in the community. She reminded anyone that has a little one playing sports, now is the time to get them signed up for East Surry Little League.

**Mayor Cockerham:** He is excited to have the paving project and streambank restoration underway. He mentioned that he and Commissioner Needham had met with NC Senator, Eddie Settle. They were able to show him projects that we are working on and he was very supportive as far as addressing the infrastructure needs. He credited staff in getting grants supporting infrastructure needs.

### Other Business

No other business to discuss

### Adjourn or Recess

Commissioner Needham made a motion to adjourn and it was unanimous.

Respectfully Submitted:

Attest:

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Holly Utt  
Town Clerk

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Evan Cockerham  
Mayor

**Town of Pilot Mountain  
Board of Commissioners Work Session  
Wednesday, October 26, 2022  
6:00 PM**

**Members Present:** Mayor Evan Cockerham, Commissioner Rachel Gilley, Commissioner Donna Kiger, Commissioner Scott Needham and Commissioner Dwight Atkins

**Staff Present:** Town Manager, Michael Boaz

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**Call to order 6:00 PM**

Mayor Cockerham called the meeting to order at 6:00 pm.

Mr. Boaz explained that the Town had received a grant for up to \$330K to purchase the Armfield Civic Center from the Pilot Mountain Foundation. The price is the remaining balance on the loan that the Pilot Mountain Foundation owes. A commercial building inspection has been completed and they found no significant issues. There is about \$35K worth of work to the roof, there is one Hvac system that needs to be replaced in the near future and some mini-splits that need to be installed to replace one other Hvac unit. Those quotes are expected to be no more than \$30K. There is work that needs to be done on the pool such as plastering. A grant has been received by the Town for use towards the Armfield Center capital needs totals \$475K. Commissioner Needham made a motion to adopt Resolution R2022-13, Authorizing Acquisition of the Armfield Center and it was unanimous.

**Adjourn or Recess**

Commissioner Collins made a motion to adjourn and it was unanimous.

Respectfully Submitted:

Attest:

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Holly Utt  
Town Clerk

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Evan Cockerham  
Mayor



TOWN OF PILOT MOUNTAIN  
BOARD OF COMMISSIONERS MEETING

Creation of Recreation and Parks Advisory Board	
<b><u>Background Information:</u></b>	
<p>With the acquisition of the Armfield Civic Center property, the Town has re-entered the recreation services space after an absence of at least twenty years. The staff feels that it is important to have a citizen advisory committee to help the Town as it restarts its program and builds on the past success of the Armfield Center. In addition, we get extra points on our PARTF grant for having such an advisory Board. The attached ordinances creates the Recreation and Parks Advisory Board as a six member advisory Board. The Board will elect its own officers and each member will serve three year terms, but the initial terms will be staggered so that all the terms do not expire at once. For the last seat the Mayor and I recommend a representative from the disc golf group, but has of now we have not been able to make contact. We hope to have an update by Monday's meeting.</p> <p>In addition, the Mayor and staff are recommending that the following individuals be appointed to the initial Board. Three year term: Dave Diamont, Nancy Deaton Two year term: Ron Sutphin, Brandon Lowe One year term: Adam Santucci, Melanee Bennett</p>	
<b><u>Staff Recommendation:</u></b>	Staff recommends approving the ordinance and the appointments.
<b><u>Possible Board of Commissioner Actions</u></b>	
<ul style="list-style-type: none"><li>• Approve Ordinance and appointments</li><li>• Approve ordinance and different appointments</li><li>• Deny approval of ordinance</li><li>• Table for further discussion</li></ul>	
<b><u>Attachments</u></b>	
<ul style="list-style-type: none"><li>• Ordinance 2023-01 Creation of Recreation and Parks Advisory Board</li></ul>	

Pilot Mountain Town Hall  
124 West Main Street  
Pilot Mountain, NC 27041



(P) 336.368.2248  
(F) 336.368.9532  
www.pilotmountainnc.org

## APPLICATION FOR APPOINTMENT TO A BOARD/COMMITTEE

The Town of Pilot Mountain appreciates your interests in serving on a Board/Committee and requests that you complete the following application. This application requests general information based on your interest in applying for a Board or Committee and assists in determining eligibility for appointment.

### Contact Information:

Name: Nancy Deaton Date of Application: 2/14/23  
Mailing Address: 107 ROSE TRAIL  
Physical Address: UNK NC 27021  
Phone Number: 336-473-8756 Alternate Phone Number:  
E-mail address: nancydeaton@gmail.com

### Residency

Do you reside in: ☐ Town Limits ☐ ETJ Length of residence in Pilot Mountain: \_\_\_\_\_ Years  
\_\_\_\_\_ Months

### Interest

Please indicate below the Boards or Committees you are interested in serving on:

☐ Planning & Zoning Board ☐ Board of Adjustment ☐ Tourism Development Authority ☒ Other PARK + REC

### Questionnaire (Please attach additional sheets if needed)

Why do you want to serve on this board/committee?

NOT ONLY DO I HAVE 15 YEARS WORKING AT THE YMCA,  
I RECENTLY TRANSITIONED TO TEACHING AT THE ARMFIELD.

Why do you think you would be an asset to this board/committee?

WHILE WORKING IN THE DEPARTMENT OF CHILD CARE SERVICES  
AND YOUTH DEVELOPMENT I HAD TO USE MY SKILL OF  
WRITING AND CONNECTION TO FIND GRANTS FOR SOCIALLY RESPONSIBLE  
PROJECTS FOR THE COMMUNITY

What do you feel are your qualifications for serving on the board/committee requested?

I AM DEEPLY CONNECTED TO THE NORTHERN COUNTIES. I LOVE  
WORKING AND LIVING IN A SMALL TOWN BEING PART OF A SOLUTION.

What areas of concern would you like to see the board/committee address?

RECRE-LEISURE = RECREATIONAL LEISURE FOR FAMILIES TO ENJOY  
AND THE COMMUNITY TO PROSPER FOR LEGACY DEVELOPMENT

Prior Public Service Experience (Boards/Committees/Civic groups - Please include dates of service):

HABITAT FOR HUMANITY OF STOKES COUNTY - MARKETING

Has any formal charge of professional misconduct ever been sustained against you? If yes, please explain.

NO

Is there any possible conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee of the Board of Commissioners? If yes, please explain.

NO

Additional Comments:

N/A

### Ethics Guidelines for Town Boards

(Please check if you agree)

☐ Yes, if appointed, I pledge to comply with the following ethics guidelines for boards as adopted by the Town of Pilot Mountain.

Members of boards shall not discuss, advocate, or vote on any matters in which they have a conflict of interest or an interest which reasonably might appear to be in conflict with the concept of fairness in dealing with public business. A conflict of interest or a potential conflict occurs if a member has a separate, private, or monetary interest, either direct or indirect, in any issue or transaction under consideration. Any member who violates this provision may be subject to removal from the board.

If the board believes he/she has a conflict of interest, then the member should ask the board to be excused from voting. The board should then vote on the question on whether or not to excuse the member making the request. In cases where the individual member or the board establishes a conflict of interest, then the board member shall remove themselves from the voting area.

Any board member may seek the counsel of the Town Attorney on questions regarding the interpretation of these ethics guidelines or other conflict of interest matters. The interpretation may include a recommendation on whether or not the board should excuse himself/herself from voting. The board may request the Town Attorney to respond in writing. I understand that is application is a public document. Additionally, I understand that some committee appointments require a criminal background check.

Nancy Deaton  
Print Name

Nancy Deaton  
Signature of Applicant

2/14/23  
Date



**TOWN OF PILOT MOUNTAIN  
ORDINANCE 2023-01**

**CREATION OF RECREATION AND PARKS ADVISORY BOARD**

**WHEREAS,** the Town of Pilot Mountain has established a Recreation and Parks Department; and,

**WHEREAS,** the Recreation and Parks Department will offer a wide range of recreation and parks services to the citizens of the Town and the surrounding community; and,

**WHEREAS,** the Board of Commissioners wishes to establish an advisory Board to provide it with recommendations regarding recreation and parks policy matters.

**NOW THEREFORE,** be it ordained by the Board of Commissioners of the Town of Pilot Mountain, in the State of North Carolina, as follows:

**SECTION 1:**        **AMENDMENT** “DIVISION 2-iv-6 RECREATION AND PARKS BOARD” of the Pilot Mountain Municipal Code is hereby *amended* as follows:

**BEFORE AMENDMENT**

DIVISION 2-iv-6 RECREATION AND PARKS BOARD

Sec 2-200

**AFTER AMENDMENT**

DIVISION 2-~~iv~~IV-6 RECREATION AND PARKS BOARD

~~Sec 2-200~~

**SECTION 2:**        **ADOPTION** “Sec-200 Authority And Creation” of the Pilot Mountain Municipal Code is hereby *added* as follows:

**BEFORE ADOPTION**

Sec-200 Authority And Creation (Non-existent)

**AFTER ADOPTION**

Sec-200 Authority And Creation(*Added*)

Under the provisions of NCGS 160A-350 and 354 the Board of Commissioners hereby creates the Pilot Mountain Recreation and Parks Advisory Board to advise the Town on the operations of the Town's Recreation and Parks services.

**SECTION 3:**        **ADOPTION** “Sec-201 Membership” of the Pilot Mountain Municipal Code is hereby *added* as follows:

BEFORE ADOPTION

Sec-201 Membership (Non-existent)

AFTER ADOPTION

Sec-201 Membership(*Added*)

- (a) The Recreation and Parks Advisory Board shall have six members and each member shall serve a term of three years. In making the initial appointments to the Board, the Commissioners may appoint some members to terms less than three years so that terms will be staggered in the future.
- (b) Members are not required to be residents of the Town.
- (c) In the case of a vacancy on the Board, the Commissioners shall appoint someone to fill the unexpired term.

**SECTION 4:**        **ADOPTION** “Sec-202 Appoint of Officers” of the Pilot Mountain Municipal Code is hereby *added* as follows:

BEFORE ADOPTION

Sec-202 Appoint of Officers (Non-existent)

AFTER ADOPTION

Sec-202 Appoint of Officers(*Added*)

The Recreation and Parks Advisory Board shall elect a Chair and Vice-Chair from among its membership.

**SECTION 5:**        **ADOPTION** “Sec-203 Meetings” of the Pilot Mountain Municipal Code is hereby *added* as follows:

## BEFORE ADOPTION

Sec-203 Meetings (Non-existent)

## AFTER ADOPTION

Sec-203 Meetings(*Added*)

The Recreation and Parks Board shall establish a regular meeting schedule and file it with the Town Clerk. The Board may hold special meetings at the call of the Chair or Vice-Chair.

**SECTION 6:**        **ADOPTION** “Sec-204 Powers And Duties” of the Pilot Mountain Municipal Code is hereby *added* as follows:

## BEFORE ADOPTION

Sec-204 Powers And Duties (Non-existent)

## AFTER ADOPTION

Sec-204 Powers And Duties(*Added*)

The Recreation and Parks Advisory Board shall have the following powers and duties:

- (a) Advise the Board of Commissioners on matters related to recreation and parks including the addition of new park land, changes to existing parks, additional programs and other parks and recreation issues.
- (b) Work with the Recreation and Parks staff to conduct necessary studies regarding Recreation and Parks issues.
- (c) Work with Recreation and Parks staff to add or delete programs as necessary.

**SECTION 7:**        **REPEALER CLAUSE** All ordinances or resolutions or parts thereof, which are in conflict herewith, are hereby repealed.

**SECTION 8:**        **SEVERABILITY CLAUSE** Should any part or provision of this Ordinance be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the Ordinances a whole or any part thereof other than the part so declared to be unconstitutional or invalid.

**SECTION 9:**        **EFFECTIVE DATE** This Ordinance shall be in full force and effect from \_\_\_\_\_ and after the required approval and publication according to law.

PASSED AND ADOPTED BY THE TOWN OF PILOT MOUNTAIN COUNCIL

\_\_\_\_\_.

	<b>AYE</b>	<b>NAY</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
Scott Needham	_____	_____	_____	_____
Donna Kiger	_____	_____	_____	_____
Rachel Collins	_____	_____	_____	_____
Dwight Atkins	_____	_____	_____	_____

Presiding Officer

Attest

\_\_\_\_\_  
Evan Cockerham, Mayor, Town of  
Pilot Mountain

\_\_\_\_\_  
Holly Utt, Town Clerk, Town of Pilot  
Mountain



TOWN OF PILOT MOUNTAIN  
BOARD OF COMMISSIONERS MEETING

Town Property Mowing/Landscaping	
<b><u>Background Information:</u></b>	
Staff has issued a request for bids from those interested in proving landscaping/mowing services for the Town. The bids are not due until Monday, March 13 at 5 PM. I will have copies of these at the meeting for the Board.	
<b><u>Staff Recommendation:</u></b>	Staff will evaluate the bids and make a recommendation at the meeting.
<b><u>Possible Board of Commissioner Actions</u></b>	
<ul style="list-style-type: none"><li>• Approve lowest responsive bidder</li><li>• Deny approval of any bids</li><li>• Table for further discussion</li></ul>	
<b><u>Attachments</u></b>	
<ul style="list-style-type: none"><li>• RFP</li></ul>	

**TOWN OF PILOT MOUNTAIN**  
**LANDSCAPING/MOWING RFP**

The Town of Pilot Mountain is now accepting proposals for providing landscaping maintenance services at Town properties. Proposals will be received at Town Hall, 124 W Main Street Pilot Mountain NC 27041 or by email at [mboaz@pilotmountainnc.org](mailto:mboaz@pilotmountainnc.org) until 5:00 PM on Monday, March 13, 2023.

The successful proposer (hereinafter referred to as “Contractor”) shall furnish all permits, materials, equipment and labor necessary for performing all work associated with mowing, trimming, leaf and brush removal, and other landscaping services at the Town properties listed in Appendix A. The Contractor shall perform the following services:

1. Mow all grassy areas at 3 to 3.5 inches to maintain a neat appearance during the mowing season.
2. Edge all walks, curbs and other hard surfaces every mowing.
3. Backpack blow all hard surfaces after each mowing. Insure that there are no grass clippings remaining on monuments and tombstones in the cemetery.
4. Weed and grass control for all hard surfaces chemically. At the cemetery no chemical control for weeds allowed around grave markers.
5. Remove any branches, trash or other debris.
6. During the fall remove all leaves from the property during the Town’s leaf collection season. Quickly be responsive to reasonable citizen complaints as communicated by town management.
7. Be extremely careful not to damage monuments or any other manmade structures.
8. Weed all flower beds and other planting areas.
9. Trim trees/bushes as necessary

The Contractor shall perform these services on a bi-weekly basis during the mowing season, March-October of each year.

The Contractor agrees to provide proof of property and liability insurance with a minimum limit of \$1 million that names the Town as an additional insured.

Any technical questions about this RFP should be addressed to Brandon Cooke, Public Works Director at 336-934-3306 or by email at [bcooke@pilotmountainnc.org](mailto:bcooke@pilotmountainnc.org).

The use of subcontractors is not permitted and will void contract.

The Town of Pilot Mountain reserves the right to reject any or all proposals, to waive informalities, and to accept any proposal in the opinion of the Town appears to be in its best interest.

## APPENDIX A

1. Old Barn Circle-at the end of the street near the last house on the left before you enter the cul-de-sac. There is a sign.
2. Mountain View Station-go all the way through the circle and as you start back towards Dodson mill the station is at the bottom of the hill on your right.
3. Mayor Station-From Mountain View turn left onto Dodson Mill. After the 4<sup>th</sup> house there is an open field, just before the tree line at the far end of that field is a drive. It goes down to the station.
4. Sunset-From Simmons turn right and go to the end of the road, including the gravel drive.
5. Recreation-As you enter the driveway for Armfield it is on your left at the bottom of the hill.
6. Shelly Brook-near the old landscaping place on the right hand side of Shellybrooke.
7. Slick Rock-side of N Key before you get to Old 52.
8. Upper Crestwood-left hand side of Crestwood just past the Mexican restaurant.
9. Lower Crestwood-331 Crestwood Drive
10. 268 E-across the street from 212 NC 268 E
11. JR Lynch-Left hand side of Academy Street just beyond new JR Lynch office building.
12. Nelson Street-drive on the right hand side of Nelson after Wound about
13. Davis Street-end of Davis street in the cul-de-sac.
14. SPX-Go to the end of Stephens, past the gate, keep to the right and go around to the back of the building. The pump station is off down the hill.
15. Neighbors-At the Circle K.
16. Lola Lane-Go to the condos on Lola. At the end of the parking lot keep straight onto the gravel drive. Station is at the end. Will need 4x4 to get out if it has been raining.
17. Town Hall-124 W Main Street
18. Pilot Center-612 E Main Street
19. Charles Stone Library-319 W Main Street
20. Pilot Mountain Cemetery-W Main Street
21. Armfield Civic Center-873 W US 52 Bypass



TOWN OF PILOT MOUNTAIN  
BOARD OF COMMISSIONERS MEETING

Lead & Copper Rule Updates

**Background Information:**

In response to the public health crisis in Flint, Michigan the EPA revised the federal lead and copper rules. For many years, the Town has been required to do testing every 3-5 years to detect the presence of lead in our water. These tests are done at sites throughout Town. Any presence of lead in these tests above 15 parts per billion required the Town to notify customers in the area around the test site. We would have also been required to undertake additional testing as well as take steps to prevent the corrosion of our water mains. The Town has never had a test result above or really even near that level.

Since 1986, all water lines, fittings, etc. have been required to be lead free, however prior to that date in many parts of the country, utilities used pipes and fittings that contain lead in their water distribution systems. The Town has never used these types of fittings and the vast majority of our water lines are either ductile iron or PVC. Neither of these cause any concern about lead. The services we use, or the pipe that connects your water meter to the water main are copper and the fittings we use are brass. Again, these do not cause any concern for adding to lead levels in our water.

Even though we have never had an issue with lead in our system and our water is perfectly safe to drink, the EPA is requiring all utilities to take a series of steps prior to September 2024. The biggest thing that will be required is that the Town will be required to create an inventory of all the materials in its water system on both the Town AND the customer's side of the meter. This will include all of our water mains, services, and the lines from the meter to the house and inside the house. This will require the cooperating of our customers and will involve a great deal of work in gathering info. Once we have all this data gathered, we will have to produce maps and a database and submit it to the State and Federal government. In the future there will be different testing requirements and lower thresholds for positive tests.

We have hired a company called 120water to help us through this process. We are in the data gathering phase right now where they will look at our records, building inspection records, etc. This will help them determine areas where we will need to do more investigation. For example, any home built after the 1986 Federal ban is not of concern as we know that there is no lead in that house. Once we have the areas that will require more investigation, the Town will work with 120water and these customers to get more data about the materials inside the home/business. This may include postcards, phone calls, and visits asking customers to respond to questions about the pipe materials in their homes. It may also include test digging to view the service lines.

As we move forward in this process, we will be providing more information to the Board and the community. 120water will also be helping us develop communications for the public to keep them informed. I just want to be very clear at the beginning of the process though that there is no reason for concern among our customers. We have tested for lead/copper in our water system since 1991 and have never had any tests results that indicate a problem. Our water is safe to drink and meets all State and Federal standards for safe drinking water.

**Staff Recommendation:**

For information only

**Possible Board of Commissioner Actions**

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**Attachments**

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Pilot Mountain Town Hall  
124 West Main St.  
Pilot Mountain, NC 27041



(Phone) - 336.368.2247  
[www.pilotmountainnc.org](http://www.pilotmountainnc.org)

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## MEMORANDUM

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**TO:** Mayor and Board of Commissioners  
**FROM:** Michael Boaz, Town Manager/Finance Officer  
**DATE:** March 9, 2023  
**RE:** March 2023 Manager's Report

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- We have been purchasing water from Mt. Airy since shortly after last month's meeting. I would like to hold a public "ribbon cutting" for this later this month or early in April. If you all could look at your calendars and let me know what works for you.
- We are going to cancel the workshop scheduled for this week.
- We have purchased a radar machine that we can place on utility poles that will measure the speed of cars that pass by. We plan to use this in areas where we have complaints about speeding in order to get data regarding what is going on. At the meeting I will have a report from the first area where we have placed this new equipment. I won't, at this point, say where the equipment has been placed as I don't want to change behavior.
- The finance report is not ready as of now, but I should have it available for you all on Monday.

## **PROJECT UPDATES**

1. Depot Street Stream Restoration Project: Project is under construction.
2. Street Paving Project: Paving is ongoing.
3. Water Treatment Upgrade: Project is in service.
4. Streetscape Project: Duke Energy has provided the details on Option B. WR is continuing to evaluate that option.
5. WWTP & Pump Station Project: Much of the equipment has been delivered and will begin to be installed over the next 30 days.
6. 2022 Collection System Project: The PER for this project has been delivered to the State. Design has begun.
7. 2022 Distribution System Project: The PER for this project has been submitted.
8. WWTP Rehab Phase 2: The PER has been delivered. McGill will be providing a contract for design services shortly.
9. Parks & Rec Master Plan: The System wide Master Plan and the site specific plan for the ACC will be completed soon. We should be able to present this in April and adopt it before the PARTF application deadline of May 1.



# TOWN OF PILOT MOUNTAIN

Monthly Financial Dashboard  
FISCAL YEAR ENDING June 30, 2023

Reporting Period: February 1-February 28 2023

## OUR CASH AND INVESTMENTS

Balances on February 28, 2023, in whole dollars

### CASH & INVESTMENTS BY FUND

#### GENERAL FUND

	February 2022	February 2023
Central Depository	\$ 398,893	\$ 243,875
NCCMT	(3,621)	10,415
NCCMT-Powell Bill	107,460	109,318
NCCMT-Term Account	(18)	-
Police Drug Forfeiture	1,329	2,185
Centura Bank CD	25,031	25,031
Fiduciary Funds	53,718	61,105
<b>TOTAL GENERAL FUND</b>	<b>\$ 582,793</b>	<b>\$ 451,928</b>

#### OTHER FUNDS

	February 2022	February 2023
Water & Sewer Fund	\$ (5,234)	\$ 53,708
NCCMT-Water/Sewer	\$ 5,657	\$ 6,241
WWTP Phase 2	N/A	\$ (7,800)
Streambank	\$ -	\$ 526,250
WWTP Upgrade	\$ (62,696)	\$ (25,157)
Sunset/Simmons Water	\$10,088	\$0
Water Treatment Upgrade	(\$124,880)	(\$344,366)
Streetscape Project	\$0	\$0
Sunset Sewer Project	(\$67,977)	(\$39,822)
Street Resurfacing	(\$144,284)	\$0
Capital Reserve	\$ 115,151	\$ 86,141
ARPA Funds	\$ 78,818	\$ 147,905
<b>TOTAL OTHER FUNDS</b>	<b>\$ (195,357)</b>	<b>\$ 403,100</b>

#### TOTAL CASH & INVESTMENTS TOWN-WIDE

	February 2022	February 2023
ALL FUNDS	\$ 387,436	\$ 855,028

## OUR CASH FLOWS...

GENERAL FUND REVENUES & EXPENDITURES	Comparison of FYTD %	
	Prior FYTD %	Current FYTD %
<b>Fiscal Year Budget</b>	<b>\$ 2,093,060</b>	<b>\$ 2,962,500</b>
Revenues Fiscal Year to Date	81.00%	84.00%
Expenses Fiscal Year to Date	74.68%	83.59%
<b>WATER &amp; SEWER ENTERPRISE FUND</b>		
<b>Fiscal Year Budget</b>	<b>\$ 1,361,590</b>	<b>\$ 1,361,590</b>
Revenues Fiscal Year to Date	68.98%	62.16%
Expenses Fiscal Year to Date	71.88%	57.49%
<b>WWTP &amp; PUMP STATION REHAB PROJECT</b>		
<b>Project Budget</b>	<b>\$ 1,374,500</b>	<b>\$ 1,374,500</b>
Revenues Project to Date	\$ 137,106	8.91%
Expenses Project to Date	\$ 384,002	9.45%
<b>Water Treatment Upgrade Project</b>		
<b>Project Budget</b>	<b>\$ 3,978,000</b>	<b>\$ 3,978,000</b>
Revenues Project to Date	\$ 4,194,283	17.02%
Expenses Project to Date	\$ 4,418,456	13.24%
<b>Sunset Sewer Rehabilitation Project</b>		
<b>Project Budget</b>	<b>\$ 2,573,038</b>	<b>\$ 2,573,038</b>
Revenues Project to Date	\$ 2,143,276	64.56%
Expenses Project to Date	\$ 2,198,150	66.37%
<b>WATER &amp; SEWER AIA PROJECT</b>		
<b>Project Budget</b>	<b>NA</b>	<b>\$ 305,000</b>
Revenues Project to Date	\$ 332,279	97%
Expenses Project to Date	\$ 314,278	96%

## SPECIFIC REVENUE COLLECTIONS AT A GLANCE...

				Comparison of FY %		Comparison of Monthly Expenses			
				Prior FY %	Current FY %	Fiscal Year		YTD Expenses	
AD VALOREM PROPERTY TAX						2022 Budget	Prior FY	Current FY	
Fiscal Year Budget				\$	955,760	\$	968,150		
Revenues this Month				\$	132,060		11.08%	13.64%	
Revenues FYTD				\$	903,879		93.07%	93.36%	
SALES & USE TAX									
Fiscal Year Budget				\$	558,630	\$	630,000		
Revenues this Month				\$	54,409		9.29%	8.64%	
Revenues FYTD				\$	432,492		71.41%	68.65%	
UTILITY FRANCHISE TAX									
Fiscal Year Budget				\$	110,000	\$	110,000		
Revenues this Month				\$	-		0.00%	0.00%	
Revenues FYTD				\$	53,061		46.13%	48.24%	
REFUSE COLLECTION FEES									
Fiscal Year Budget				\$	72,470	\$	75,000		
Revenues this Month				\$	6,421		8.24%	8.56%	
Revenues FYTD				\$	62,688		78.01%	83.58%	
SALES & SERVICES									
Fiscal Year Budget				\$	72,470	\$	60,700		
Revenues this Month				\$	6,280		10.85%	10.35%	
Revenues FYTD				\$	30,323		133.88%	49.96%	
WATER & SEWER ENTERPRISE FUND REVENUES									
Fiscal Year Budget				\$	1,006,590	\$	1,361,590		
Revenues this Month				\$	92,175		7.86%	6.77%	
Revenues FYTD				\$	846,342		68.98%	62.16%	

**Pilot Mountain Police Department  
Monthly Report for February 2023**

**Accidents**

2/1/2023 805 S Key St (pedestrian struck)  
 2/2/2023 818 S Key St  
 2/5/2023 534 S Key St  
 2/10/2023 204 Lola Ln  
                   630 S Key St (H&R)  
 2/13/2023 129 Veterans Dr (H&R)  
 2/17/2023 700 s Key St  
 2/23/2023 204 W Main St  
 2/24/2023 129 Veterans Dr

	<b><u>TOTAL</u></b>	<b><u>AMOUNT</u></b>	<b><u>RECOVERED</u></b>
Police Service	250		
Wrecks Investigated	10	\$ 25,350.00	
Assaults	0		
Larcenies	2	\$ 144.00	
Disturbances/Domestic	8		
Burglar Alarms	8		
Breaking & Entering	0	\$ -	
MIP & Property Damage	1	\$ 250.00	
Traffic Citations	98		
Intoxicated Drivers	1		
Intoxicated Pedestrians	0		
Forgery/Fraud/Scam	1	\$ 40,000.00	
Armed Robbery	0		
Drug Charges	10		
Other Crimes	8		
Total Arrests	12		
<b>Totals:</b>	<b>409</b>	<b>\$ 65,519.00</b>	

**OTHER**

2/1/2023 Served WFA  
 2/16/2023 Possession of Methamphetamine X 3  
                   Possession of Drug Paraphernalia X 3  
                   Served Criminal Summons  
 2/17/2023 Served OFA X 2  
 2/20/2023 Possession of Drug Paraphernalia  
                   PWIMSD  
                   Simple Possession  
                   Possession of Marijuana Paraphernalia  
 2/22/2023 Served OFA  
 2/24/2023 Served WFA  
                   Served OFA  
 2/27/2023 Served OFA

**NOTES**

2/7/2023 Ptl Robertson worked the ESHS basketball game  
 02/21 & 02/22/2023 Admin Amanda Kirkman attended Southern Software  
                                   Admin training in Dobson  
 2/28/2023 Chief Jackson, Captain Easter and Admin Amanda Kirkman  
                                   attended Southern Software RMS training in Mount Airy

## General Services Work Order Applications

Applications For the Date Range 02/01/2023 Thru 02/28/2023

#	Reference #	Requesting Dept.	Job Type	Location	Description	Date Entered	Date Issued	Days Open
<b>STATUS: CLOSED</b>								
1	JOB-2023-00067		GARBAGE/RECYCLING	LOWER DRIVEWAY @ CEMETERY	P/U DEAD SKUNK	2/1/2023		0
2	JOB-2023-00069	DPW	GARBAGE/RECYCLING	205 S STEPHENS ST	TAKE 2 NEW GARBAGE CARTS AND REMOVE 2 THAT HAVE BROKEN LIDS	2/1/2023		0
3	JOB-2023-00068	DPW	GARBAGE/RECYCLING	611 W MAIN ST	TAKE GARBAGE CART AND PUT UNDER CARPORT. REMOVE THE OLD TOWN CART	2/1/2023		0
4	JOB-2023-00066	DPW	OTHER	870 E 52 BYPASS	TURN WATER OFF. METER #1700027571	2/1/2023	2/2/2023	1
5	JOB-2023-00065	DPW	GARBAGE/RECYCLING	524 S KEY ST	P/U SKUNK	2/1/2023		0
6	JOB-2023-00070	DPW	GARBAGE/RECYCLING	110 S STEPHENS ST	NEW OWNER NEEDS GARBAGE & RECYCLE CART	2/2/2023	2/2/2023	0
7	JOB-2023-00071	DPW	OTHER	106 S KEY ST UNIT 35	TURN OFF FOR FINAL. METER #1700027458	2/6/2023	2/7/2023	1
8	JOB-2023-00072	DPW	OTHER	106 S KEY ST #35	TURN WATER ON FOR OWNER. METER #1700027458	2/7/2023	2/8/2023	1
9	JOB-2023-00075	DPW	OTHER	312 W MARION	REPORT OF DINGY WATER. FLUSH HYDRANT	2/13/2023	2/22/2023	9
10	JOB-2023-00074	DPW	OTHER	220 WHITAKER CHAPEL RD	SET METER	2/13/2023	2/13/2023	0
11	JOB-2023-00077	DPW	OTHER	122 LYNCHBURG RD	TURN OFF WATER FOR PLUMBER	2/14/2023	2/14/2023	0
12	JOB-2023-00078	DPW	OTHER	CEMETERY SECTION F	MARK CORNERS OF F405, F408, F507 & F510. WHOLESALE MONUMENT WILL SET THE STONE IN THE MIDDLE TODAY @ 2	2/15/2023	2/15/2023	0
13	JOB-2023-00081	DPW	OTHER	CRESTWOOD DR	CUT BACK RIGHT OF WAY	2/16/2023	2/20/2023	4
14	JOB-2023-00080	DPW	OTHER	W MARION ST	CUT BACK RIGHT OF WAY	2/16/2023	2/16/2023	0
15	JOB-2023-00079	DPW	OTHER	W MARION ST	REPAIR DRIVEWAY AND DRAIN	2/16/2023	2/16/2023	0
16	JOB-2023-00083	DPW	OTHER	205 N DEPOT ST - APARTMENTS	COMPLAINT OF MURKY WATER. FLUSH HYDRANT	2/17/2023	2/22/2023	5
17	JOB-2023-00082	DPW	OTHER	324 N KEY ST UNIT 130	TURN OFF FOR NON-PAYMENT. METER #1700027271	2/17/2023	2/17/2023	0
18	JOB-2023-00087	DPW	OTHER	VARIOUS LOCATIONS	CUT WATER OFF TO VACANT ACCOUNTS WITH USAGE	2/20/2023	2/22/2023	2
19	JOB-2023-00088	DPW	OTHER	220 WHITAKER CHAPEL RD	NEED METER # AND NODE # FOR NEW METER THAT WAS INSTALLED	2/20/2023	2/22/2023	2
20	JOB-2023-00086	DPW	OTHER	VARIOUS LOCATIONS	RE-READS FOR MARCH BILLING	2/20/2023	2/22/2023	2
21	JOB-2023-00085	DPW	OTHER	105 E MAIN ST	TURN WATER ON FOR NEW OWNER BY 12 TODAY	2/20/2023	2/20/2023	0
22	JOB-2023-00084	DPW	OTHER	NELSON ST	NELSON STREET RESIDENTS - COMPLAINTS OF RED, MURKY WATER.	2/20/2023	2/20/2023	0
23	JOB-2023-00090	DPW	FIRE HYDRANTS	174 HWY 268 E	CALLER STATED THAT HYDRANT WAS LEAKING AND THERE WAS STANDING WATER AROUND IT	2/21/2023	2/23/2023	2
24	JOB-2023-00089	DPW	GARBAGE/RECYCLING	MAIN STREET	PLEASE EMPTY TRASH/RECYCLING BINS AND DOG STATIONS ON MAIN STREET FROM FRIENDS TO ACADEMY.	2/21/2023	2/23/2023	2
25	JOB-2023-00093	DPW	OTHER	CEMETERY SECTION B	SHOW PLOTS B451-454 AND B554-555 TO MR. DALTON AT 9AM ON 2/23/23	2/22/2023	2/23/2023	

## General Services Work Order Applications

Applications For the Date Range 02/01/2023 Thru 02/28/2023

#	Reference #	Requesting Dept.	Job Type	Location	Description	Date Entered	Date Issued	Days Open
26	JOB-2023-00092	DPW	OTHER	2614 OLD US 52 S	NEW TAP - READY FOR METER TO BE SET	2/22/2023	2/23/2023	1
27	JOB-2023-00096	DPW	OTHER	125 S KINGSTON ST	UNCOVER METER	2/23/2023	2/24/2023	1
28	JOB-2023-00094		SEWER	701 SADDLE DR	SEWER BACK UP. CUSTOMER SEEMS TO THINK IT IS ON THE TOWN'S SIDE	2/23/2023	2/23/2023	0
29	JOB-2023-00099	DPW	GARBAGE/RECYCLING	105 LYNCHBURG RD	REPLACE DAMAGED GARBAGE CAN	2/24/2023	2/28/2023	4
30	JOB-2023-00098	DPW	PLUMBING	POLICE DEPARTMENT	WATER WON'T SHUT OFF IN WOMEN'S RESTROOM	2/24/2023	2/28/2023	4
31	JOB-2023-00102	DPW	OTHER	278 S BOYLES ST	TURN OFF FOR FINAL ON 3/1/23 METER #1700027231	2/28/2023	3/1/2023	1
<b>31</b>	<b>TOTAL CLOSED APPLICATIONS</b>							

### STATUS: IN PROGRESS

1	JOB-2023-00091	DPW	OTHER	VARIOUS LOCATIONS	REPLACE METERS: 722 W MAIN - 170002735 123 LYNCHBURG RD - 170002777 823 DODSON MILL RD - 170002756 312 W MARION ST - 170002753 524 S KEY ST - 170002729 404 S KEY ST - 170002730 208 DODSON ST - 170002681 402 S KEY ST - 170002771 308 S KEY ST - 170002726 210 S STEPHENS ST - 170002682 204 E MAIN ST - 170002773 518 E MAIN ST - 170002734 501 E MAIN ST - 170002745 112 SECOND ST - 170002764 307 N DEPOT ST - 170002766 117 HOWARD ST - 170002751 512 W MAIN ST - 1700027416 105 E 52 BYPASS - 170002759 534 S KEY ST - 170002726 108 E MAIN ST - 170002732 201 S KEY ST - 170002771 311 E 52 BYPASS - 170002780 601 E MAIN ST - 170002781 414 E MAIN ST - 170002744 512 E 52 BYPASS - 170002768 647 S KEY ST UNIT G - 170002761 421 E 52 BYPASS - 170002759 120 W 52 BYPASS F1 - 170002771 116 BLALOCK CT UNIT 11 - 170002717 110 N STEPHENS ST UNIT A - 170002778	2/21/2023		0
2	JOB-2023-00097	DPW	SEWER REPAIR FORCE MAIN SEWER L	DEPOT ST	STREAMBANK RESTORATION - WORKERS HIT FORCE MAIN SEWER LINE	2/23/2023		0
<b>2</b>	<b>TOTAL IN PROGRESS APPLICATIONS</b>							

### STATUS: NEW

## General Services Work Order Applications

Applications For the Date Range 02/01/2023 Thru 02/28/2023

#	Reference #	Requesting Dept.	Job Type	Location	Description	Date Entered	Date Issued	Days Open
1	JOB-2023-00073	DPW	OTHER	108 S DAVIS ST	CAROLINA FARMS - MANHOLE COVER OR CLEAN-OUT (?) LID BUSTED	2/8/2023		0
2	JOB-2023-00076	DPW	OTHER	689 OLD WESTFIELD RD	DINGY WATER. FLUSH HYDRANT	2/13/2023		0
3	JOB-2023-00095	DPW	OTHER	252 OLD HOLLOW RD	LOCATE WATER LINE. THEY WANT TO PUT UP A FENCE	2/23/2023		0
4	JOB-2023-00103	DPW	OTHER	171 GOLF COURSE RD	3/4' WATER TAP FOR THIS LOCATION. PAID 2/28/23	2/28/2023		0
5	JOB-2023-00104	DPW	OTHER	183 GOLF COURSE RD	3/4' WATER TAP FOR THIS LOCATION. PAID 2/28/23	2/28/2023		0
6	JOB-2023-00101	DPW	SEWER	534 S KEY ST - SIMMONS INSURANCE	MARK SEWER LINE FOR OWNER	2/28/2023		0
7	JOB-2023-00100			156 HWY 268 E	CHECK METER BATTERY 1700026880. SHOWING 29 GALLONS OF USAGE FROM 2/19-CURRENT AND THEY KNOW THEY USE MORE WATER THAN THAT.	2/28/2023		0
7	<b>TOTAL NEW APPLICATIONS</b>							
40	<b>TOTAL APPLICATIONS THIS REPORT PERIOD</b>							

## Concern Report

Reference #	Status	Date Entered	Description of Concern
Concern Type		Date Closed	
Concern Address		Days to Resolve	
1 RAC-2023-00003 TOWN PROPERTY BEING VANDALIZED 105 MAIN ST	NEW	02/03/2023  35	MY TRASH CAN (THE ONE THE TOWN ISSUED TO MY RESIDENCE) IS BEING REMOVED FROM ITS LOCATION AND PLACED ON THE BACK END OF THE RESTAURANT THE TILTED LADDER. LAST YEAR WAS SO BAD THAT THEY DAMAGED THE TRASH CAN AND IT HAD TO BE REPLACED. NOW, THIS YEAR IT'S STARTING AGAIN AND WHOEVER HAD PUNCHED IN THE LID. TO MAKE IS WORSE MY GARBAGE IS BEING REMOVED FROM THE CAN AND LEFT ON NORTH DEPOT STREET. EVERY TIME THIS HAPPENS I HAVE TO PICK UP THE GARBAGE AND THEN GO RETRIEVE MY TRASH CAN FROM BEHIND THE TILTED LADDER. MIGHT I ADD, I DO NOT FEEL SAFE AT ALL WHEN WALKING BEHIND THOSE BUILDINGS (SPORTMENS LOUNGE AND THE TILTED LADDER).ESPECIALLY IN THE EVENING HOURS. I AM ASKING THAT THE TOWN PLEASE HAVE CAMERAS PLACED ON THE BACK END AND POSSIBLY ALONG NORTH DEPOT STREET. ALSO, REGULAR POLICE DRIVE THROUGH ALONG SECOND STREET AND THE BACK END OF THOSE PARTICULAR BUILDINGS. I AM A MOTHER OF THREE CHILDREN AND I WANT TO FEEL SAFE AND THIS HARASSMENT DOES NOT MAKE US FEEL SAFE.
2 RAC-2023-00004 RV AS A RESIDENCE 510 E MAIN ST	NEW	02/09/2023  29	PERSON LIVING IN THE RV THAT IS PARKED ON THE PROPERTY.
3 RAC-2023-00005 ZONING VIOLATIONS 506 E MAIN ST	NEW	02/10/2023  28	
4 RAC-2023-00006 NOISE COMPLAINT 719 OLD BARN CIR	NEW	02/16/2023  22	THERE IS A NEIGHBOR BY OLD BARN CIRCLE WHO LEAVES THEIR DOG OUTSIDE AND IT IS BARKING NON STOP EVERYDAY. I BELIEVE IT'S BEHIND THE HOUSE IN FRONT OF MINE. ANY HELP WOULD BE GREAT THANK YOU!



## Zoning Permit Applications

Applications For the Date Range 02/01/2023 Thru 02/28/2023

#	Reference #	Application Type	Property Address	Block	Lot	Owner Name	Date Entered	Date Issued
<b>STATUS: APPROVED</b>								
1	Z-2023-0005	DEMOLITION	283 MOUNTAIN LOOP RD			STONIE VIEW LLC	02/03/2023	02/02/2023
2	Z-2023-0006	RESIDENTIAL - ADDITION	524 BUTLER ST			HART JACQUELINE	02/06/2023	02/07/2023
3	Z-2023-0007	RESIDENTIAL - ACCESSORY STRUCTURE	127 LYNCHBURG RD (NEW)			GORDON WILLIAM KENT	02/13/2023	02/13/2023
4	Z-2023-0009	DEMOLITION	738 GOLF COURSE RD			DANA PARDUE	02/16/2023	03/02/2023
5	Z-2023-0008	CHANGE OF USE / ZONING VERIFICATION	127 W MAIN STREET, SUITE A & B			NEEDHAM SCOTT MILES	02/16/2023	02/16/2023
6	Z-2023-0010	RESIDENTIAL - ADDITION	217 LYNCHBURG RD			LKTR PROPERTIES LLC - ROBBIE SUTTON	02/22/2023	02/22/2023
6	<b>TOTAL APPROVED APPLICATIONS</b>							
6	<b>TOTAL APPLICATIONS THIS REPORT PERIOD</b>							



Assure Station Metrics Monthly Reporting

Company Id  
136351

Port Level  
All

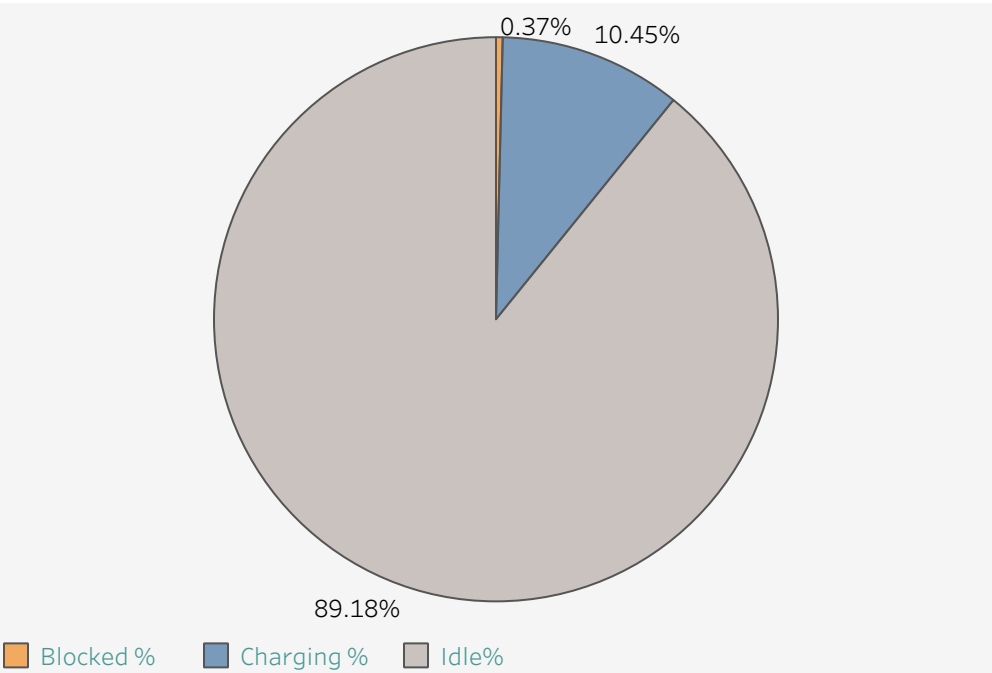
Town of Pilot Mountain, NC - Monthly Report - December 2022

Organization Name  
All

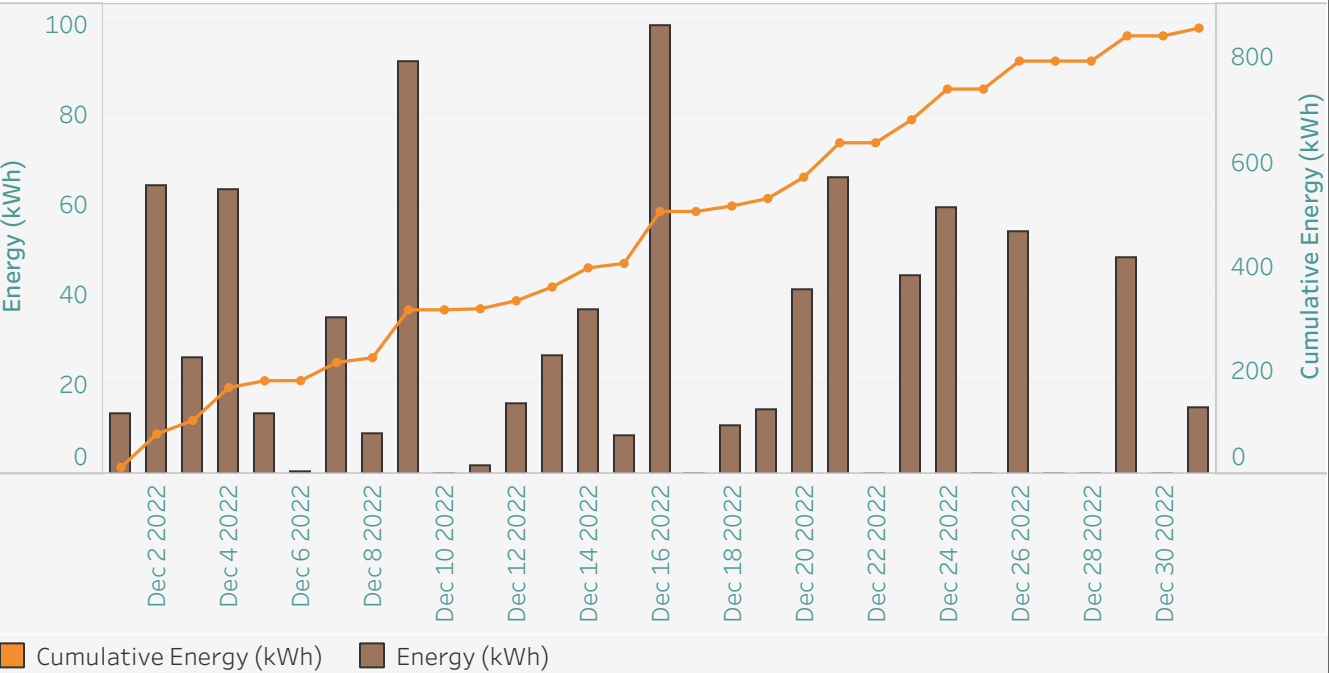
Month End Date  
12/31/2022

Port Count	Station Count	Total Revenue (\$)	Energy (kWh)	GHG Savings (kg)	Gasoline Saved (Gal)	Unique Driver	Chargepoint Response SLA	Session Count
2	1	0	855	359	107	9	100.00%	46

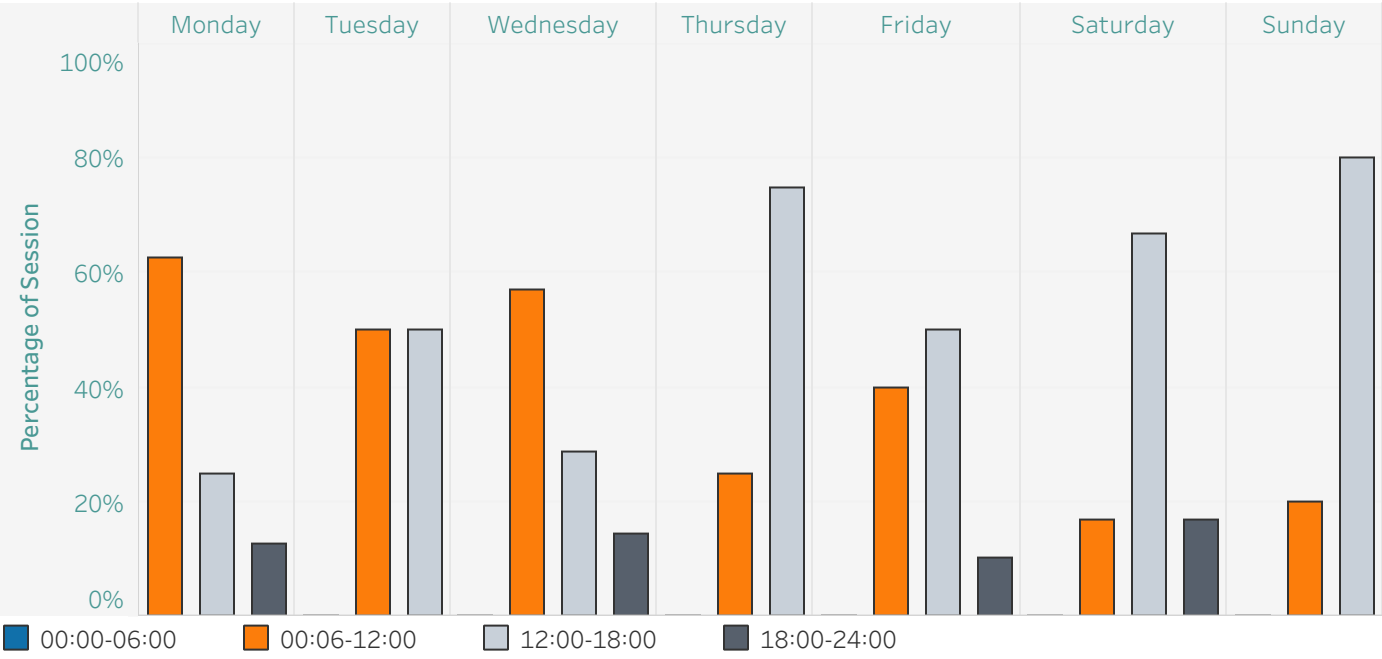
Port Utilization: 24 Hours



Energy Dispensed (kWh) by Day



Session Starts by Time of Day Month



Average Session Duration (Hours)	3.50
Average Session Charge Time (Hours)	3.38
Average Session Energy (kWh)	18.59
Average Session Revenue (\$)	0.00
Occupied Hours	161.0
Charging Hours	155.5
Service Tickets	0.0



# Assure Station Metrics Quarterly Reporting

Company Id  
136351

Port Level  
All

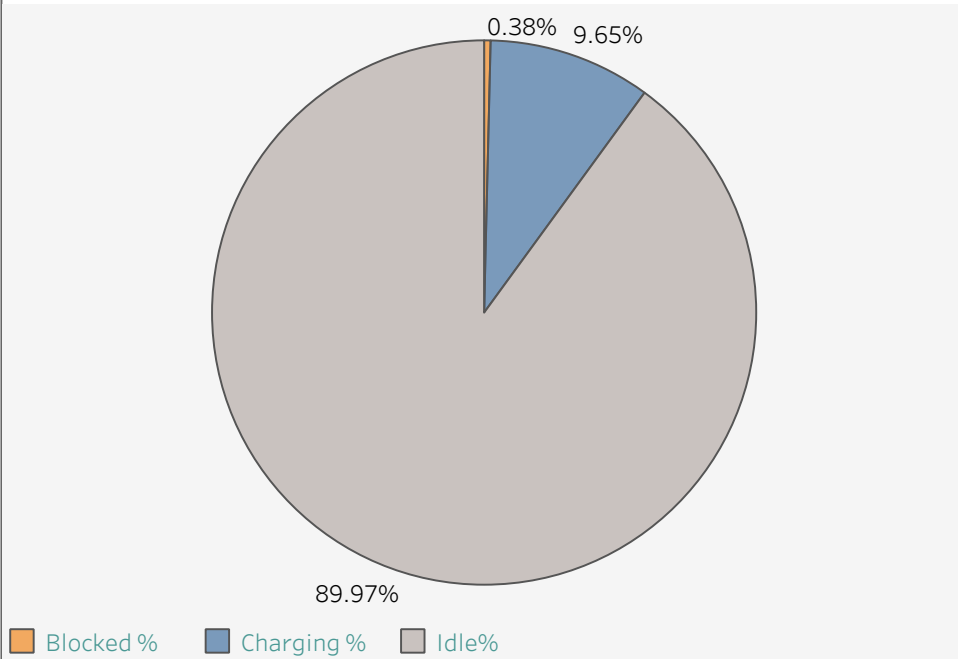
Town of Pilot Mountain, NC - Quarterly Report - 2022 Q4

Organization Name  
All

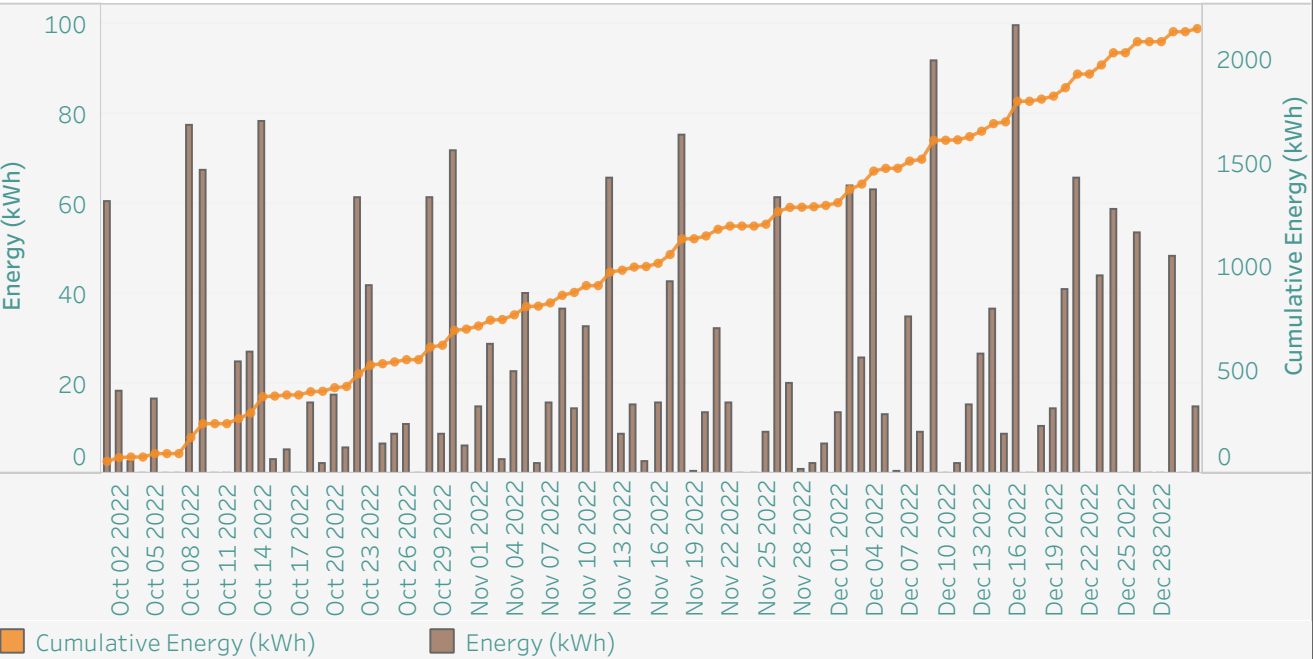
Quarter Year  
12/31/2022

Port Count	Station Count	Total Revenue (\$)	Energy (kWh)	GHG Savings (kg)	Gasoline Saved (Gal)	Unique Driver	Chargepoint Response SLA	Session Count
2	1	0	2,153	904	270	14	100.00%	137

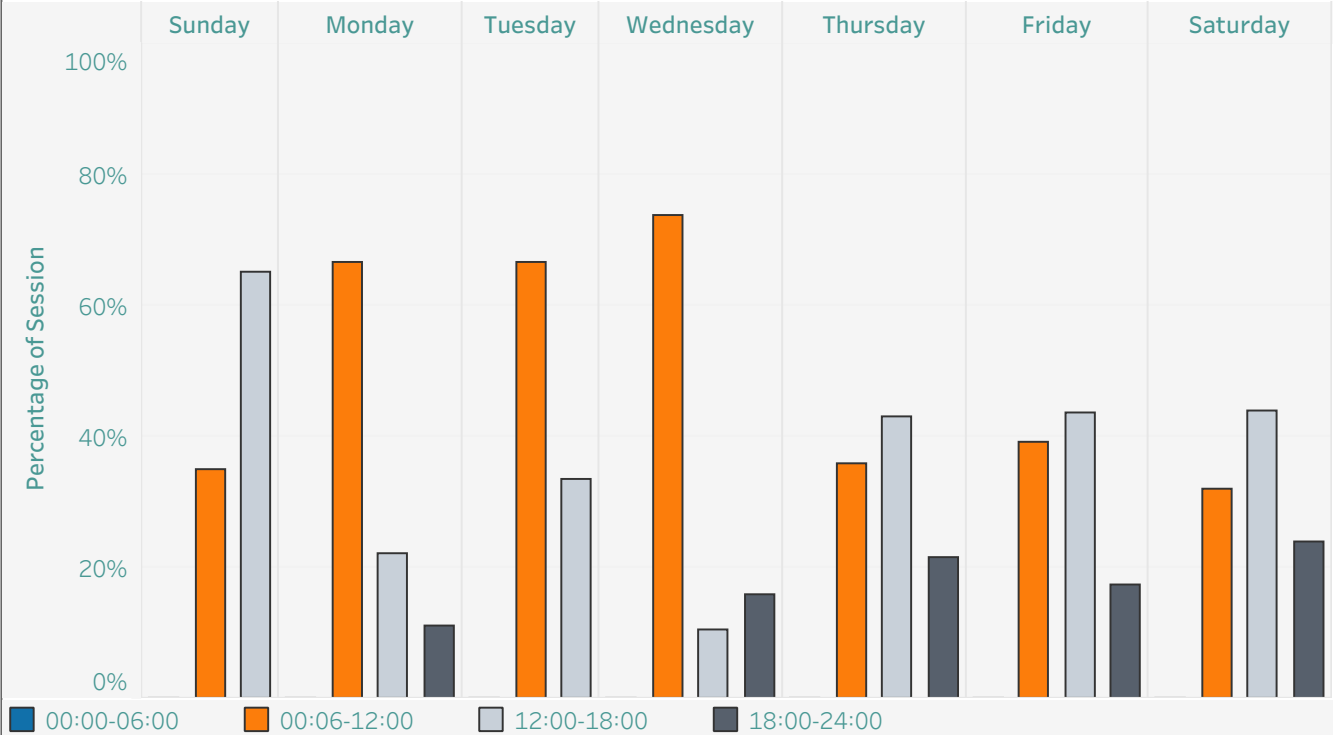
Port Utilization: 24 Hours



Energy Dispersed (kWh) by Day



Session Starts by Time of Day Quarter



Average Session Duration (Hours)	3.23
Average Session Charge Time (Hours)	3.11
Average Session Energy (kWh)	15.72
Average Session Revenue (\$)	0.00
Occupied Hours	442.9
Charging Hours	426.3
Service Tickets	0.0

Service Entitlement Status Breakdown of Assure Stations

	Expired	0-30 Days	1-6 Months	6-12 Months	1+ Year
Assure	0	0	0	0	1
SW	0	0	0	0	1

- You dispensed more energy than 57.34 % of other Assure customers.
- You collected more fees than 0.00 % of other Assure customers.
- You fueled more unique drivers than 47.50 % of other Assure customers.
- Your 24 hour charging utilization was higher than 61.35 % of other Assure customers.

Station Name	Total Energy (kWh)	Total Sessions	Total Fees (\$)	Gasoline Saved (Gal)	GHG Savings (kg)	Charging Hours	Occupied Hours	Uptime (%)
PM TOWN HALL PM TOWN HALL	2,153	137	\$ 0.00	270	904	426	443	100.00%



## Assure Station Metrics Reporting Appendix

**Port Utilization Chart:** This is a view of station utilization during common business hours.  
You can use this information to determine if updates need to be made to pricing / access policies or if stations should be added.

**Session Start Distribution Chart:** This is a view (by day) of what times drivers start sessions.  
You can use this information to fine tune time of day pricing policy rules.

**Station / Port Count:** In order to be counted, a station must have the "Assure" entitlement applied.  
This is the number of stations / ports that currently have the "Assure" entitlement.

**Total Revenue:** This is the sum of session fees generated by your "Assure" stations minus the ChargePoint service fee (10%).  
This is based on session dates (not transaction date which may differ). Your Flex Billing reports should be used for financial reporting.

**Energy (kWh):** All energy dispensed through your "Assure" stations.  
This data point can be useful in reconciling station energy against energy bills.

**GHG Savings (kg):** All the green house gasses (95% CO2) that would have been released had the miles provided by your stations come from gasoline.  
This data point can be useful in sustainability reporting.

**Unique Drivers:** The number of unique drivers that used your stations this month (a driver would be counted only once even if they used different RFID cards).  
An understanding of the number of unique drivers visiting may be useful in creating station messaging / video ads.

**Gasoline (Gal) Saved:** All the gasoline that would have been burned had the miles provided by your stations come from gasoline.  
This data point can be useful in sustainability reporting.

**ChargePoint Response SL:** Percentage of tickets to which ChargePoint responded within Service Level (1 business day).  
ChargePoint holds itself accountable to our Service Level commitment.

**Uptime:** Percentage of time that your ports were capable of dispensing power.  
ChargePoint is committed to keeping your ports dispensing power 98% of the time or better.

**Sessions:** Total session count.  
An understanding of the number of times your stations authorize a session can be useful creating station messaging / video ads.

**Average Session Duration:** Average amount of time drivers occupy your stations.  
This data point can be useful in fine tuning length of stay pricing policy rules.

**Average Charging Time:** Average amount of time per session energy is flowing.  
This data point can be useful in fine tuning length of stay pricing policy rules.

**Average Session Energy:** Average amount of energy dispensed.  
This data point can be useful in fine tuning price per kW pricing policy rules.

**Average Session Revenue:** Average session fee - 10%.  
This data point can be useful in fine tuning minimum & maximum values for pricing policy rules.

**Total Hours Occupied:** Sum of all session durations.  
This is used in part to determine utilization.

**Total Hours Charging:** Sum of all session charging durations.  
This is used in part to determine utilization.

**New Service Tickets:** Count of trouble tickets tracking issues with a "Assure" station created this month.  
This will help in keeping track of station fault issues raised with ChargePoint Support.



Assure Station Metrics Monthly Reporting

Company Id  
136351

Port Level  
All

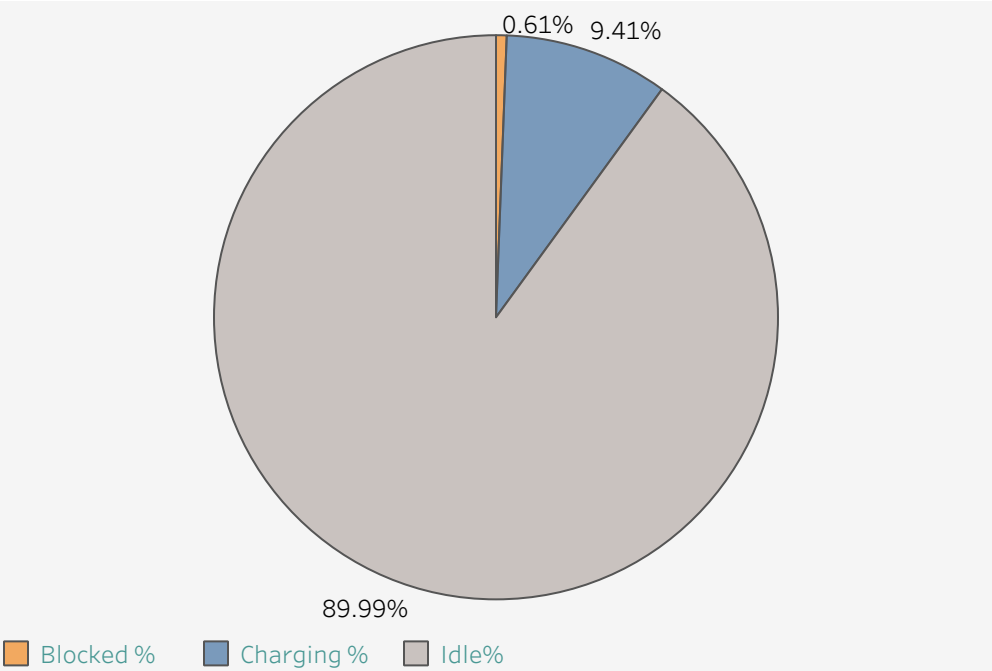
Town of Pilot Mountain, NC - Monthly Report - January 2023

Organization Name  
All

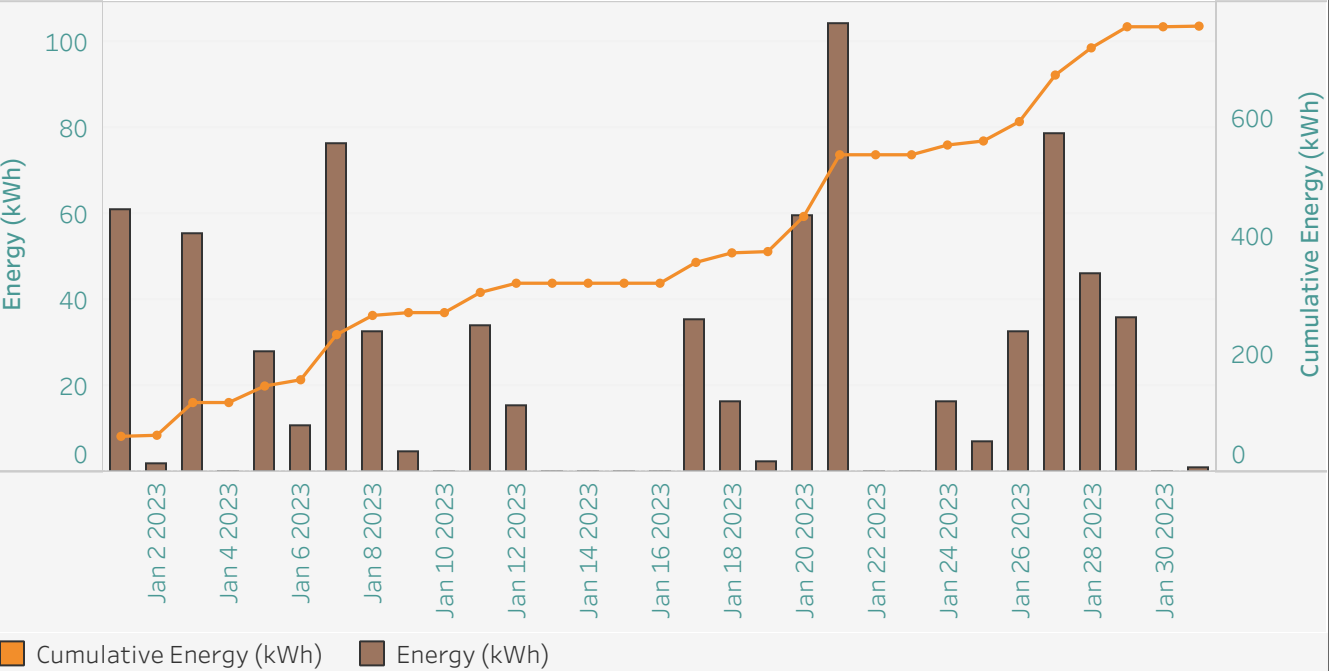
Month End Date  
1/31/2023

Port Count	Station Count	Total Revenue (\$)	Energy (kWh)	GHG Savings (kg)	Gasoline Saved (Gal)	Unique Driver	Chargepoint Response SLA	Session Count
2	1	0	755	317	95	5	100.00%	43

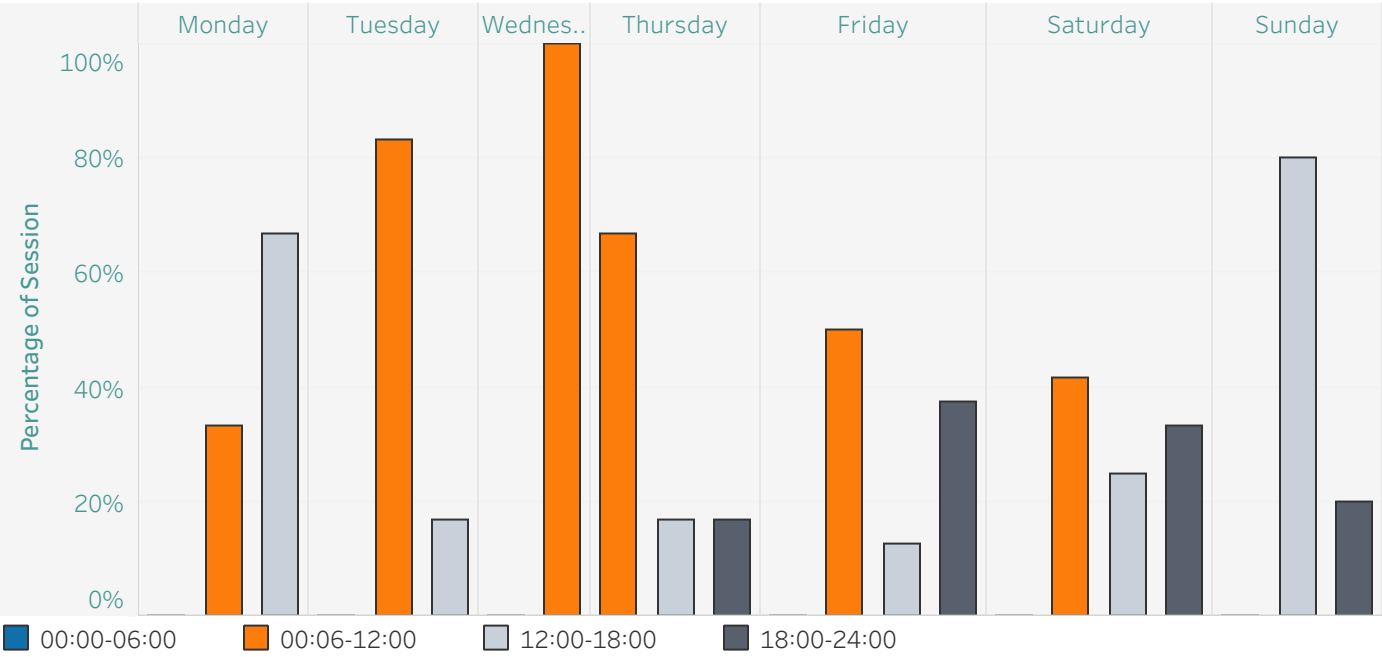
Port Utilization: 24 Hours



Energy Dispensed (kWh) by Day



Session Starts by Time of Day Month



Average Session Duration (Hours)	3.47
Average Session Charge Time (Hours)	3.26
Average Session Energy (kWh)	17.55
Average Session Revenue (\$)	0.00
Occupied Hours	149.0
Charging Hours	140.0
Service Tickets	0.0



## Assure Station Metrics Reporting Appendix

**Port Utilization Chart:** This is a view of station utilization during common business hours.  
You can use this information to determine if updates need to be made to pricing / access policies or if stations should be added.

**Session Start Distribution Chart:** This is a view (by day) of what times drivers start sessions.  
You can use this information to fine tune time of day pricing policy rules.

**Station / Port Count:** In order to be counted, a station must have the "Assure" entitlement applied.  
This is the number of stations / ports that currently have the "Assure" entitlement.

**Total Revenue:** This is the sum of session fees generated by your "Assure" stations minus the ChargePoint service fee (10%).  
This is based on session dates (not transaction date which may differ). Your Flex Billing reports should be used for financial reporting.

**Energy (kWh):** All energy dispensed through your "Assure" stations.  
This data point can be useful in reconciling station energy against energy bills.

**GHG Savings (kg):** All the green house gasses (95% CO2) that would have been released had the miles provided by your stations come from gasoline.  
This data point can be useful in sustainability reporting.

**Unique Drivers:** The number of unique drivers that used your stations this month (a driver would be counted only once even if they used different RFID cards).  
An understanding of the number of unique drivers visiting may be useful in creating station messaging / video ads.

**Gasoline (Gal) Saved:** All the gasoline that would have been burned had the miles provided by your stations come from gasoline.  
This data point can be useful in sustainability reporting.

**ChargePoint Response SL:** Percentage of tickets to which ChargePoint responded within Service Level (1 business day).  
ChargePoint holds itself accountable to our Service Level commitment.

**Uptime:** Percentage of time that your ports were capable of dispensing power.  
ChargePoint is committed to keeping your ports dispensing power 98% of the time or better.

**Sessions:** Total session count.  
An understanding of the number of times your stations authorize a session can be useful creating station messaging / video ads.

**Average Session Duration:** Average amount of time drivers occupy your stations.  
This data point can be useful in fine tuning length of stay pricing policy rules.

**Average Charging Time:** Average amount of time per session energy is flowing.  
This data point can be useful in fine tuning length of stay pricing policy rules.

**Average Session Energy:** Average amount of energy dispensed.  
This data point can be useful in fine tuning price per kW pricing policy rules.

**Average Session Revenue:** Average session fee - 10%.  
This data point can be useful in fine tuning minimum & maximum values for pricing policy rules.

**Total Hours Occupied:** Sum of all session durations.  
This is used in part to determine utilization.

**Total Hours Charging:** Sum of all session charging durations.  
This is used in part to determine utilization.

**New Service Tickets:** Count of trouble tickets tracking issues with a "Assure" station created this month.  
This will help in keeping track of station fault issues raised with ChargePoint Support.